



P-12C



Please read these instructions before use.
Do not discard: keep for future reference.

fellowes.com



KEY

A. Shredder head	F. Disconnect power switch	H. Control switch and LEDs
B. Paper/credit card entry	G. See safety instructions	I 1. Auto-On
C. Pull-out bin		O 2. OFF
D. Window		R 3. Reverse
E. Safety lock		⊙ 4. Standby (green)
		SAFE 5. SafeSense® Technology (yellow)
		⚡ 6. Overheat (red)

Breakthrough Safety Technology! SafeSense® stops shredding when hands are too close to the opening.

CAPABILITIES

Will shred: Paper, small paper clips, credit cards and staples

Will not shred: Continuous forms, CD/DVDs, adhesive labels, transparencies, newspaper, cardboard, large paper clips, laminates, file folders, X-rays or plastic other than noted above

Paper shred size:

Cross-Cut..... 5/32 in. x 2 in. (3.9mm x 50mm)

Maximum:

Sheets per pass12*
Cards per pass.....1*
Paper width..... 9 in. (229mm)

*8.5 in. x11 in., 20lb., (75g) paper at 120V/60 Hz, 5.0Amps; heavier paper, humidity or other than rated voltage may reduce capacity. Recommended daily usage rates: 10-20 paper passes; 10 credit cards. 12 sheets per pass.

Fellowes SafeSense® shredders are designed to be operated in home and office environments ranging between 50 – 80 degrees Fahrenheit (10 – 26 degrees Celsius) and 40 – 80% relative humidity.

⚠ WARNING: IMPORTANT SAFETY INSTRUCTIONS — Read Before Using!



• Keep away from children and pets. Keep hands away from paper entry. Always set to off or unplug when not in use.



• Keep foreign objects — gloves, jewelry, clothing, hair, etc. — away from shredder openings. If object enters top opening, switch to Reverse (R) to back out object.



• Never use aerosol products, petroleum based lubricants or other flammable products on or near shredder. Do not use canned air on shredder.



• Do not use if damaged or defective. Do not disassemble shredder. Do not place near or over heat source or water.

- This shredder has a Disconnect Power Switch (F) that must be in the ON (I) position to operate shredder. In case of emergency, move switch to OFF (O) position. This action will stop shredder immediately.
- Avoid touching exposed cutting blades under shredder head.
- Do not put foreign objects in paper entry.
- The grounded socket-outlet shall be installed near the equipment and shall be easily accessible.

BASIC SHREDDING OPERATION

Shredder comes fully assembled. Remove basket packaging material and plug-in. Disconnect Power Switch must be in ON (I) position to operate shredder.

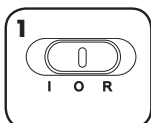


Continuous operation:

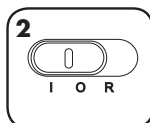
4-5 minutes maximum

NOTE: Shredder runs briefly after each pass to clear entry. Continuous operation beyond 4-5-minutes will trigger 20-minute cool down period.

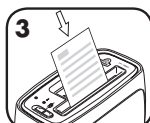
PAPER OR CARD



Set to Off (O)

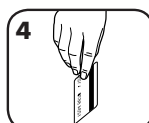


Press Auto-On (I)



Feed into paper entry and release

OR



Hold card at edge

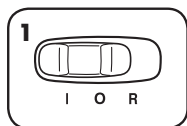


Feed into center of entry and release

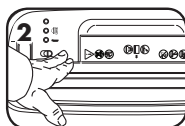


Set to Off (O)

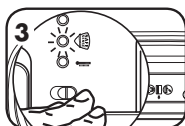
TO TEST SAFESENSE® TECHNOLOGY



Press Auto-On (I)



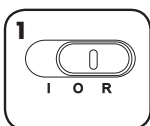
Touch test area and look for the SafeSense® indicator to illuminate



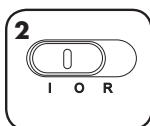
Sensor lights up

TROUBLESHOOTING

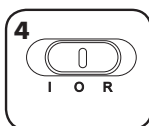
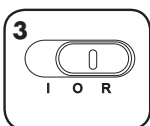
Paper jam: Set to Off (O), remove shredder head and empty bin. Replace shredder head, and follow any or all of the below procedures.



Set to Reverse (R)



Alternate slowly back and forth



Set to Off (O) and unplug



Pull uncut paper from paper entry



Set to Reverse (R)

ATTENTION: If the SafeSense® light remains on, you must engage the **Override Switch** in order to perform steps above. Once the jam is cleared, reset the SafeSense® feature. (See SafeSense® instructions below.)

Shredder doesn't start:

☀ Yellow - SafeSense® active

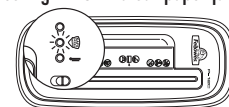
☀ Yellow flashing - SafeSense® not active

Make sure control switch is in Auto-On (I) position

⌚ Wait 20 minutes for red light to turn off

☀ **SafeSense® paper jam:** If the SafeSense® feature activates (SafeSense® light remains on) to cause the user to think the shredder has jammed when it has not, use the **Override Switch** to deactivate the SafeSense® feature and clear the paper. **Warning** – when switch is in override position, the SafeSense® light will flash and the SafeSense® feature will NOT function. Once the paper is cleared, reset the SafeSense® feature.

Sensor light illuminated—paper jammed



SafeSense® override switch



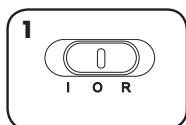
Active Not active

BASIC PRODUCT MAINTENANCE

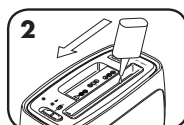
OILING SHREDDER

All cross-cut shredders require oil for peak performance. If not oiled, a machine may experience diminished sheet capacity, intrusive noise when shredding and could ultimately stop running. To avoid these problems, we recommend you oil your shredder each time you empty your waste bin.

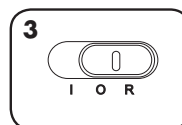
FOLLOW OILING PROCEDURE BELOW AND REPEAT TWICE



Set to Off (O)



*Apply oil across entry



Set to Reverse (R) 2-3 seconds



CAUTION *Only use a non-aerosol vegetable oil in long nozzle container such as Fellowes 35250





Useful Phone Numbers

Help Line

Australia	+1-800-33-11-77
Canada	+1-800-665-4339

Fellowes

Australia	+61-3-8336-9700
Benelux	+31-(0)-76-523-2090
Canada	+1-905-475-6320
Deutschland	+49-(0)-5131-49770
Espana	+34-90-233-55-69
France	+33-(0)-1-78-64-91-00
Italia	+39-071-730041

Europe	00-800-1810-1810
Mexico	+1-800-234-1185
United States	+1-800-955-0959

Japan	+81-(0)-3-5496-2401
Korea	+82-(0)-2-3462-2884
Malaysia	+60-(0)-35122-1231
Polska	+48 (22) 481-96-12
Singapore	+65-6221-3811
United Kingdom	+44-(0)-1302-836836
United States	+1-630-893-1600

LIMITED PRODUCT WARRANTY

LIMITED WARRANTY Fellowes, Inc. ("Fellowes") warrants the cutting blades of the machine to be free from defects in material and workmanship for 5 years from the date of purchase by the original consumer. Fellowes warrants all other parts of the machine to be free of defects in material and workmanship for 1 year from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling, or unauthorized repair. ANY IMPLIED

WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product.

This warranty gives you specific legal rights. The duration, terms, and conditions of this warranty are valid worldwide, except where different limitations, restrictions, or conditions may be required by local law. For more details or to obtain service under this warranty, please contact us or your dealer.

Fellowes 1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

www.fellowes.com

Australia	Benelux	Canada	China	France	Germany	Italy	Japan
Korea	Poland	Russia	Singapore	South Africa	Spain	United Kingdom	United States